

ADMINISTRATIVE ASSISTANT REPORT

FEBRUARY 2009

02/20/2009

FINANCIALS:

1. **ANNUAL AUDIT:** The 2008-year end reports are being compiled and will be brought over to the auditors in the next month. They will be here at the Town Hall during the summer to do the "testing" portion of the audit. The accounting software for 2008 hasn't been "closed" yet. As soon as that has been done, I'll be able to generate the monthly budget reports. Dept. Heads have received their final 2008 budget reports along with the Jan-Dec 2008 transaction reports.
2. **ANNUAL MEETING:** I will be starting start the financial reports for the Annual Meeting, which is scheduled for April 14th.
3. **TAX COLLECTIONS:** The 1st half tax collection process has been completed. Carol has transferred funds into the General Fund account from the Tax account and the other taxing districts have been paid their share of the tax collections as alternative claims.
4. **BILLINGS:** Misc billings & airport leases have been done and I'm working on grant reimbursement requests. We've received payments for the 1st Qtr 2009 Law Enforcement Budget request. No funds received yet from the Bureau of Aeronautics.
5. **MONTHLY BUDGET REPORTS:** The accounting software program for 2008 hasn't been "closed" yet. Until that is done, I won't be able to generate the January monthly budget report. Hopefully this will be done within the next week or so.
6. **WORK COMP:** A Workers Comp self audit of 2008 payroll records was done for EMC Insurance (the Town's Work Comp carrier). The audit also requires providing information on the sub-contractors used by the Town of LaPointe; payments made, type of work, and copies of their liability and/or Work Comp policies, if they carry insurance. The vendors don't automatically provide copies of their insurance policy(s); we must request it from the vendor and/or their insurance agent. The IRS requires vendors to complete a W-9 form if they may be paid more than \$600 in a calendar year. Both these requirements take a tremendous amount time tracking & follow up on my end.
7. **MRF SELF-CERTIFICATION AUDIT:** The Dept. of Natural Resources requires MRF units to self-certify by March 30th. Ted will complete the report and I'll enter it on-line.
8. **MRF RESPONSIBLE UNIT GRANT FINAL REPORT:** Ted & I will be completing the paperwork from the DNR for the annual final report on the previous years' recycling program which reports the actual recycling costs, collections and revenues and is compared to the grant application and grant funds awarded. The final report for 2008 will be due by April 1st, 2009, which the auditors will need to finish the 2008 Form C report.
9. **WI RETIREMENT:** I have enrolled to process, report, transmit & pay the monthly WI Retirement to the Dept. of Employee Trust Funds. Like most other reporting, it is done via the internet and has been working very well.

MISCELLANEOUS:

1. I'll be out of the office on Weds, February 25th to attend the WI DOR Form C class in Cable. I will also be out of the office on vacation Friday, Feb 27th – mid-day Mon, March 9th. I will be back in the office on the 9th to process payroll.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk